



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

JUL 31 2000

Memorandum

To: Deputy Secretary
Chief of Staff
Solicitor
Assistant Secretaries
Inspector General
Heads of Bureaus and Offices

From: John Berry
Assistant Secretary - Policy, Management and Budget

Subject: Personal Papers of Executive Branch Officials

During the remainder of this year and into 2001, many offices within the Department will experience a higher than normal turnover rate in personnel. The National Archives and Records Administration (NARA) wants to ensure that official records remain in the custody of the Department. Records created by top-level executive branch officials have continuing value for the Government and for future historical and research uses. To ensure that Federal agency officials are reminded that official records must remain in the custody of the agency, NARA issued Bulletin No. 2000-03, dated May 16, 2000 (copy attached).

Further, to help Federal officials gain a clear understanding of the applicable laws governing official records and personal collections of papers, NARA has published the pamphlet "Personal Papers of Executive Branch Officials: A Management Guide," available on NARA's web site: www.nara.gov/publications/recsmgmt.html. Attached is a synopsis of the information found in the pamphlet to assist in distinguishing between Federal records and personal papers. This information can also be obtained at the following DOI Records Management website: <http://www.doi.gov/oirm/records/tools/personalpapers.htm>. I ask each of you to make a conscientious effort to ensure that official records remain within the custody of the Department.

For additional assistance, officials can contact Sam Saunders, the Office of the Secretary Records Officer, at 202-208-6637; or Sharon Michel, the Departmental Records Officer, at 202-208-3321; or Bob Moll, Office of the Solicitor, Division of General Law, at 202-208-5216.

Attachments

Attachment A - What Makes Papers Personal?

Attachment B - NARA Bulletin No. 2000-03